HANGING PAINTINGS IN YOUR MUSEUM

STEP ONE: get the right tools for the job

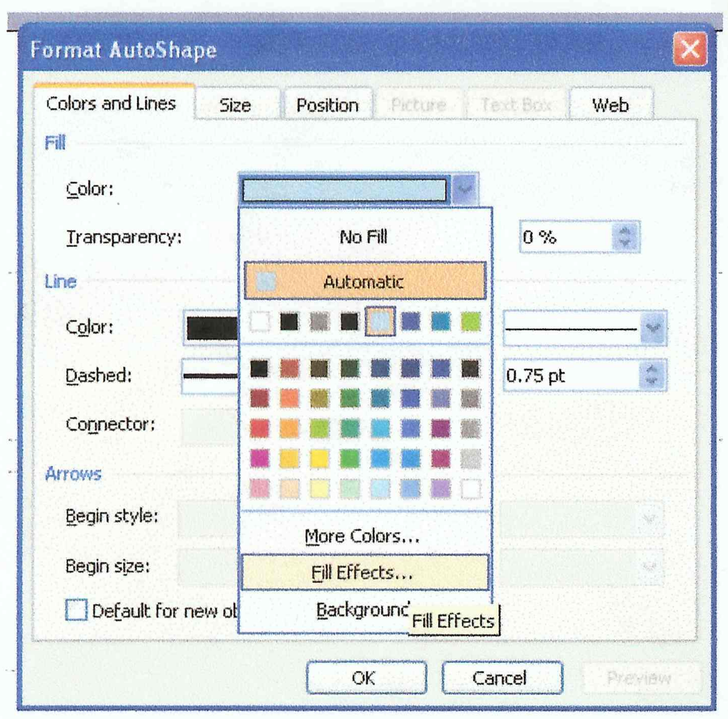
1. From the "Draw" button, tear off the "Flip or Rotate" toolbar
2. From "AutoShapes" tear off the "Basic Shapes" toolbar

STEP TWO: inserting paintings on to **RECTANGULAR WALLS**

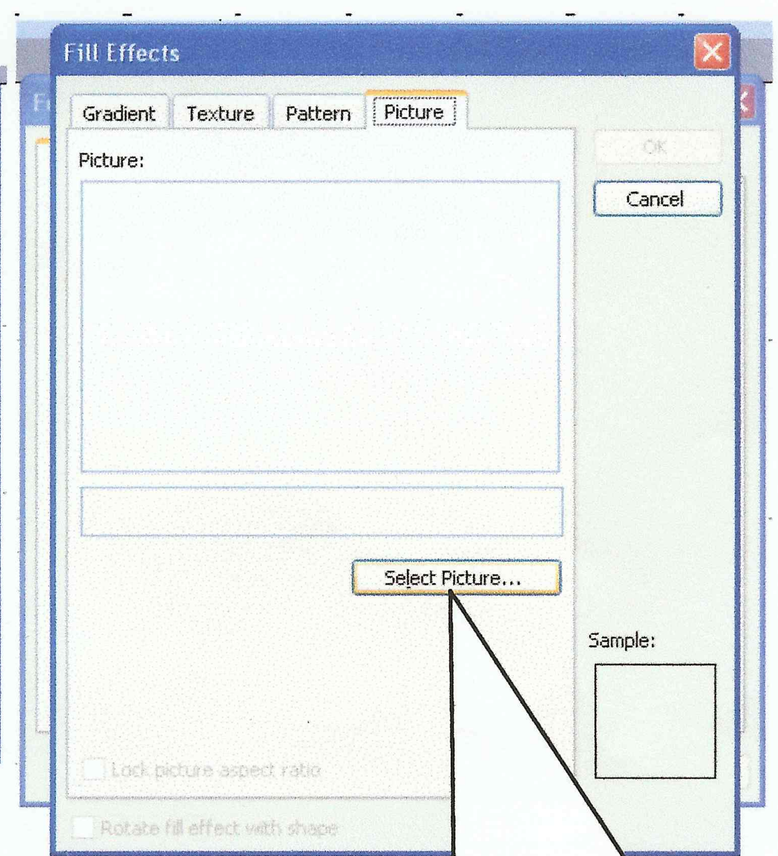
1. From "Insert" select "Picture from File" and insert one of your paintings
2. Place this painting on a "rectangular" wall and, using the corner handle only, shrink the painting so that it fits the wall
3. Repeat this step for paintings going onto rectangular walls

STEP THREE: Placing paintings onto **TRAPEZOID WALLS**

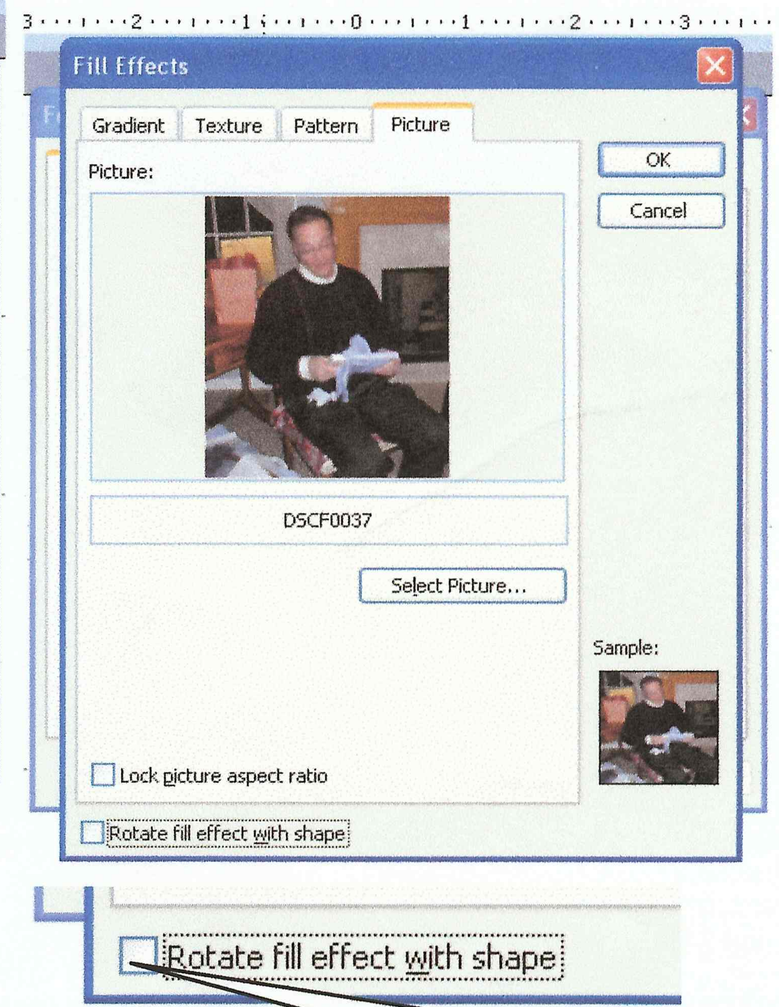
1. Draw a trapezoid and place it onto a trapezoid-shaped wall
2. Rotate the trapezoid so that it fits the wall
3. Using the handles and the yellow diamond, resize the trapezoid so that it looks like it would fit onto the wall
4. Locate the "Fill tool" (paint bucket) on the drawing toolbar
5. Select "Fill Effects" and then choose the "Picture" tab
6. Locate the painting you wish to include in your museum and fill the trapezoid with the painting (See diagrams below)
7. Make sure you UNCHECK the "Rotate fill effect with shape" box. See diagrams below.
8. Click OK and repeat steps for each "Trapezoid" wall



Select "Fill effects" and fill your trapezoid with a picture



Click on the "Select Picture" button and choose a painting from your Virtual Museum folder



Uncheck the Rotate fill effect box!! Click OK

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~ Fasy, Heitzenrater, Telthorster ~